



PETAWAWA ACCESSIBILITY ADVISORY COMMITTEE

Meeting Minutes

July 12, 2021 - 1:00 P.M. Electronic ZOOM Meeting

PRESENT: Alison Morris, Kate Bennett, Leah Cuffe, Lynn Davenport, Sharon Slaney, Sheila Clarke, Theresa Sabourin

Welcome and Introductions

T. Sabourin opened the meeting at 12:58 p.m.

Adoption of Agenda

Moved by S. Clarke, seconded by L. Cuffe to approve the agenda as presented.

MOTION CARRIED.

Disclosure of Pecuniary Interest

None.

Adoption of previous minutes of April 22, 2021

Moved by L. Davenport, seconded by A. Morris that the minutes from April 22, 2021 be approved as presented.

MOTION CARRIED.

New Business:

Quarterly Workplan Review

The committee completed the quarterly review of the workplan and the following was reported and/or updated:

- **Strategy 1.2:** draft schedule of municipal facilities was created and reviewed with the committee. In the process of compiling past audit results and updating schedule with member responsibilities identified.
- **Strategy 1.5** status was changed to “Completed”; the letter was reviewed at the March 25, 2021 meeting.
- T. Sabourin provided an update on **Strategy 1.6**; noting she received over a hundred responses, and is anticipating to bring the results to the August meeting.
- **Strategy 1.9:** CIP tender awarded to WSP Global Inc and is anticipating to be ready by early September.
- **Strategy 2.1:** PAAC projects and recruitment in the Spring/Summer Community Guide, workplan was presented to Council in May and published in the Petawawa Post, website was updated to list all accessible amenities at Petawawa Point beach.

Municipal Facilities Barrier Free Audit DRAFT Schedule

K. Bennett presented the draft municipal facilities schedule, noting that all municipal parks and playgrounds were also included. The committee reviewed the schedule and determined the list of facilities should be placed in order by priority, high to low. Committee members were then assigned to a facility or park and provided an estimated timeframe for completion.

K. Bennett is to update the schedule with member names, inspection dates and list facilities in priority sequence.

Site Plan Review – Petawawa Apartments

K. Bennett reported recommendations previously recorded on June 24th from T. Sabourin, L. Cuffe and S. Clarke. The following recommendations were recorded:

- Barrier free hallways and door widths - PAAC recommends 42’ door widths
- Front/secondary entrances have barrier free access
- Ensure the accessible units within the complex have accessible features throughout the units (roll in shower, appropriate heights for counters and cabinets, etc.).
- Accessible controls and operating mechanisms throughout units (usable with a closed fist/operable with one hand; height specifications for mounting controls and operating mechanisms).
- Appropriate appliances, i.e., front-loading washer and dryers.
- Visual fire alarms and smoke detectors

Correspondence:Site Plan Review Letter – Fijisan Sushi

Received as information.

AODA Desk Audit Results

Received as information.

Member Input:

S. Clarke reported to the committee the announcement of new homes to be built in the Petawawa Town Centre area and suggested that the committee speak with the developers in regards to building more accessible units, in particular one level ranch style homes. S. Clarke noted it would be a great benefit to the Town if the new housing development could be inclusive of people with differing abilities. T. Sabourin noted the new development is on the upcoming Council agenda and that she would pass along S. Clarke's comments to Council and the Director of Planning and Development, Karen Cronier.

Next Meeting Date:

A discussion was held in regards to changing the meeting day or time to better suit committee members work schedules. It was decided to continue to meet on the fourth Thursday of the month, but change the meeting time to 3pm.

The next meeting will be held on **Thursday, August 26 at 3'oclock in the Council Chambers.**

The meeting adjourned at 2:26 p.m. at the call of the Chair.